

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

Dear [Candidate Name],

We are pleased to offer you a position in the [Program Name] Diversity and Inclusion Apprenticeship at [Company Name]. We were impressed by your background and your commitment to professional growth, and we believe you will be a valuable addition to our team.

Apprenticeship Details:

- **Start Date:** [Date]
- **End Date:** [Date]
- **Position Title:** [Apprentice Title]
- **Department:** [Department Name]
- **Supervisor/Mentor:** [Name of Supervisor]
- **Compensation:** [Amount] per [Hour/Month]
- **Schedule:** [Number] hours per week

Program Overview:

This apprenticeship is designed to provide you with hands-on experience, mentorship, and professional development. You will participate in [list specific projects or training modules] and will have regular check-ins with your mentor to track your progress and goals.

Terms and Conditions:

This offer is contingent upon the successful completion of [background checks/drug screens/reference checks]. Please note that this apprenticeship does not guarantee permanent employment upon completion, though high-performing apprentices may be considered for future openings.

Acceptance:

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to welcoming you to [Company Name].

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance Signature:

I accept the offer of the Diversity and Inclusion Apprenticeship as outlined above.

Signature: _____ Date: _____